



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TECHNOLOGY CONSULTANT - KDLA

Job Number: 21000682

Job Code: 73150V140816

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 08/16/2014

Job Revised:

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides consultative and specialized services to archival/records management professionals to ensure that electronically generated public records are accessible and maintained in compliance with approved information technology standards, and statutes, regulations and procedures relating with records retention; OR, serves as administrator of the department's Electronic Records Archives; OR serves as technology consultant to public libraries on a statewide basis; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in library science, archival science or records management.

EXPERIENCE:

Must have two years of experience in any combination of the following: computer programming, systems analysis, website design, website development, website maintenance or records systems analysis.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

A bachelor's degree supplemented by two years of experience in any combination of the following areas within an archival or library setting will substitute for the master's degree: computer programming, systems analysis, website design, development or maintenance and/or record systems analysis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as a technology consultant. Researches, evaluates and troubleshoots computer hardware and software and assists archival / record managers and library personnel in the resolution of problems relating to electronic record appraisal and management, LANs, the Internet, purchasing, optical imaging, HTML / web site development, development / maintenance of data bases and other areas. Uses specialized software tools to analyze, appraise, transfer, and accession electronic public records and subsequently, to convert, validate, describe, make web accessible and preserve these records in an electronic records archives using a variety of automated techniques. Conducts technological needs assessments and makes recommendations. Serves on technology committees and attends legislative committee hearings. Conducts workshops and provides on-site training. Collects and compiles statistical data and prepares analytical reports. Organizes and maintains a clearinghouse on resource materials. Provides input on the development of policy options. Interprets and follows established agency policy and procedures.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.